



Human Resources

DATE POSTED: **July 28,2006**

REQ. # 06-205

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **07/28/006** TO **08/03/2006**,
but will remain open until filled.

DEPARTMENT/DIVISION
AIRPORT

POSITION AVAILABLE
AIRPORT OPERATIONS AGENT

OF OPENINGS
1

STARTING SALARY
12.71/HR

COMMENTS
DRIVING POSITION

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 582
PAY GRADE: 14
SALARY: \$12.71 - \$19.39
AIRPORT OPERATIONS AGENT

MAJOR FUNCTION: This is specialized, independent operations work involving a considerable amount of public contact in the dynamic environment of a county owned airport. Work involves ensuring a safe, efficient and secure environment for passengers, airport personnel, vehicles, equipment and the movement of aircraft within established airport policies and procedures and FAA regulations. Duties may include working shifts, including holidays and weekends. Work requires communication with airport user, tenants, federal, state, local government and other agencies. Duties may also involve acting as a lead agent on behalf of the Airport Department.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION: Knowledge of a general aviation airport environment. Knowledge of incident command practices and procedures. Knowledge and familiarization of all airport areas, including those of tenants and their functions. Knowledge of the safety and security regulations pertinent to the airport. Ability to collect information and maintain records, reports and inventory. Ability to communicate effectively both orally and in writing. Ability to detect, report and/or correct hazardous conditions. Ability to perform work effectively with minimum supervision. Ability to pass background check as required by appropriate governmental authority. Ability to physically access remote and/or cramped airport areas, occasionally in adverse weather, and under emergency and stressful conditions. Ability to serve the public and fellow employees with honesty and integrity. Ability to establish and maintain effective working relationships with the general public, co-workers, governmental agencies, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

ESSENTIAL JOB FUNCTION: Maintains awareness of operational conditions and responds to the needs of the airport users to ensure the expeditious transition of public movement. Monitors and assists in the coordination of proper operation of specific functional areas of the airport to ensure compliance with established rules, regulations, policies and procedures and contractual tenant leasehold requirements. Responds to airport incidents and accidents making necessary notifications. Assumes duties of the Airport Coordinator when absent. Inspects and monitors airport equipment and facilities for maintenance, housekeeping, aesthetics, safety, security and general conditions; taking appropriate action when necessary to rectify unsuitable conditions. Provides information, direction and assistance regarding the use of airport facilities and airport tenants and users. Conducts and/or coordinates escorts/tours within both public and secured airport areas. Monitors airside vehicle traffic for compliance with the Airfield Driving Regulations and or program. Ensures the proper control of persons and vehicles in restricted access areas of the airport. Collects, records and compiles information for statistical data on routine and emergency airport conditions relating to safety and security, as well as various operational activities. Collects, records and disseminates information on airport operational conditions, status of construction in progress, and other pertinent airport activities. Monitors, assists and reports on the control of all aspects of airport conditions and makes proper notifications. reports for operational and audit purposes. Operates and maintains county-owned vehicles.

Maintains landside and airside surface areas of the airport in a safe/secure condition by inspections in accordance with FAR 139 and operating sweeping equipment. Performs related work as required.

ESSENTIAL PHYSICAL SKILLS: While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Must be able to differentiate between colors and shades of color and must have close, distance, depth, night and peripheral vision. Frequent lifting and/or moving material up to 50 pounds occasionally lifting and/or moving materials up to 100 pounds.

WORK ENVIRONMENT: An employee in this job is frequently exposed to outside weather conditions, exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

MINIMUM EDUCATION AND EXPERIENCE: Completion of two years of college level course work in Airport Management, Aeronautical Science or related field; and experience in Airside operations; or any equivalent combination of training and/or experience. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be substituted for the education requirement at the discretion of the Airport Director.

LICENSE, CERTIFICATION OR REGISTRATION: Possession of an appropriate Florida State License for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks. Must be able to pass FAA and Customs background checks and satisfy all requirements to acquire and maintain FAA security requirements and Customs Area security clearance. Specialized airport operations, safety/security and maintenance training may be necessary and may be required to travel for training.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements to the position, and duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Union ✓	Non-Union	Exempt	Non-Exempt ✓
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